



**LIBRARY AIDE II-TECHNICAL SERVICES
BEAVERTON CITY LIBRARY
40 HOURS PER WEEK**

SALARY RANGE: \$16.08 - \$21.54 per hour

CLOSING DATE: December 22, 2015

ABOUT THE JOB:

Provides efficient, professional, customer-oriented service throughout the library. This position is a member of the eight-person Technical Services team, and works 40 hours per week. Accuracy, great attention to detail, high productivity and the ability to work well independently are characteristics of the successful candidate.

ESSENTIAL FUNCTIONS OF THE JOB:

- Place orders for library materials and supplies using electronic ordering, telephone, fax or mail. Receive and invoice orders for library materials. Process and enter into computer system using established procedures;
- Perform copy cataloging, enter and update catalog records in Polaris and OCLC;
- Process library materials, prepare spine labels and apply and program RFID tags;
- Receive shipments of library materials; unpack boxes and distribute materials and invoices.

TO QUALIFY:

Requires a high school diploma or GED, exposure to clerical work, MARC record format, library databases and classification systems. Previous library technical services experience is desired.

Requires knowledge of English grammar, spelling and usage; ability to file accurately, use a keyboard and word processing and spreadsheet programs or other application software, use library equipment, communicate effectively verbally and in writing with diverse customers, establish and maintain effective working relationships, lift boxes of books and materials.



Human Resources Department

p: 503-526-2200 f: 503-526-2572

HOW TO APPLY:

Applications may be completed on our website at www.BeavertonOregon.gov or by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, PO Box 4755, Beaverton, OR 97076.

VETERANS PREFERENCE:

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veteran's Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veteran Affairs, unless the information is included in the DD Form 214 or 215. Veterans' Preference documentation must be submitted with your application.